

Tips for Completing the License Application Form

1. Make sure you use the correct form. The form in this Bulletin (PIN 3001) is **ONLY** for the use of applicants seeking individual **Life and Annuities, Health, Variable Contracts, Property and Casualty, Personal Lines or Title** licenses. If you are applying for any **OTHER** type of license, do **NOT** use this form. Instead, visit the Bureau's Web site at <http://www.scc.virginia.gov/division/boi/webpages/boiproducer.htm> to determine what form you need or call the Bureau's interactive voice response (IVR) number: 804.371.9631.

Residents or nonresidents applying for Life and Annuities, Health, Variable Contracts, Property and Casualty, or Personal Lines licenses may instead use the NAIC Uniform Application for Individual Insurance Producer License, which is available at the National Insurance Producer Registry (NIPR) Web site at:

http://www.licenseregistry.com/resident_paper_licensing.htm.

2. Be sure to complete both the Home (Resident) Address and Business Address sections of the application. **Virginia law requires** that you provide a residential street address as your address of record, so do **NOT** use a P.O. Box Number instead of a street address.
3. Make sure you have answered **ALL** questions on each page of the application form. If a question is not applicable to you, mark the "N/A" box. If there is not an option for "N/A", you must answer either "Yes" or "No."
4. Don't forget to **SIGN AND DATE** the application.
5. You must have the following items attached to the application (if applicable):
 - **Nonrefundable License Application Processing Fee—\$15 for each license.** Payable by certified check, bank check, teller's check, money order or company check made payable to: **State Corporation Commission**. PERSONAL CHECKS WILL NOT BE ACCEPTED UNLESS CERTIFIED. There is a \$25 penalty for returned checks. NOTE: Life and Annuities and Health are two separate licenses, which require a \$15 fee for each.
 - **VIRGINIA RESIDENTS ONLY: DMV-assigned number.** If you choose to use a DMV-assigned number in lieu of your Social Security number, you must notify the insurance company to appoint you under that number, and you must use that number to file your continuing education credits.
 - **VIRGINIA RESIDENTS ONLY: Criminal History Record Report.** A current (no more than 90 days old) Criminal History Record Report must be enclosed with each application, and must be obtained through the Virginia State Police by calling 804.674.2000 or download the form (SP-167) from its Web site at: <http://www.vsp.state.va.us/>.
 - **VIRGINIA RESIDENTS ONLY: Certificate from the American College—**if you are a CLU and want the Life and Annuities examination or the Health examination, or the combination Life and Health examination waived, you must submit proof of your CLU designation. This waiver does not apply if your license(s) terminated due to noncompliance of the CE requirements.
 - **VIRGINIA RESIDENTS ONLY: Certificate from the American Institute for Property and Liability Underwriters—**if you are a CPCU and want the Property and Casualty examination or the Personal Lines examination waived, you must submit proof of your CPCU designation. This waiver does not apply if your license(s) terminated due to noncompliance of the CE requirements.
 - **VIRGINIA RESIDENTS ONLY (OR THOSE ABOUT TO BECOME VIRGINIA RESIDENTS): Clearance from your previous home state—**if you were previously licensed in another state, the Bureau will verify that you were cleared through the NAIC's Producer Data Base.
 - **ALL APPLICANTS: A separate sheet explaining the particulars—**if you answered "yes" to questions 1 or 3 of Part 2 of the application, you must include a written explanation of your answer(s).
 - **ALL APPLICANTS: A certified and authenticated copy of the court order and a letter of explanation—**if you answered "yes" to question 2 of Part 2 of the application, this documentation is required before consideration can be given to your license .

Submitting the **CORRECT APPLICATION FORM, CRIMINAL HISTORY RECORD REPORT, CORRECT FEE, and CORRECT SUPPORTING DOCUMENTS**, and completing the form as required, will make it much less likely that your application will be returned, and more likely that your application will be processed quickly. **MAKE SURE YOU MAIL THE APPLICATION TO THE CORRECT ADDRESS: FOR REGULAR MAIL, USE P.O. Box 1157, RICHMOND, VA 23218. FOR OVERNIGHT MAIL, USE 1300 EAST MAIN STREET, RICHMOND, VA 23219.**